

## ASSIGNMENT 1

Textbook Assignment: "The Navy Journalist" and "Basic Newswriting," pages 1-1 through 2-18.

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- 1-1. In the civilian world, a Navy journalist's duties most closely resemble that of what career?
1. Investigative reporter
  2. Free press journalist
  3. Public information specialist
  4. Advertising copy writer
- 1-2. The chief reason that home-town newspapers print personal items about Navy personnel is that the items contain which of the following news elements?
1. Progress
  2. Consequence
  3. Proximity
  4. Prominence
- 1-3. What two basic elements of news are best illustrated by the sentence, "The Navy Department today announced that it has developed a new long-range weapon"?
1. Immediacy and proximity
  2. Drama and immediacy
  3. Progress and immediacy
  4. Progress and proximity
- 1-4. The story that a first class petty officer has made chief, if reported in the person's home-town newspaper, contains which of the following basic elements?
1. Consequence and immediacy
  2. Proximity and progress
  3. Immediacy and oddity
  4. Emotion and consequence
- 1-5. Today, if six men from your base were to volunteer for a dangerous diving mission, a story written about them would likely contain which of the following basic elements?
1. Immediacy, proximity and suspense
  2. Prominence, consequence and conflict
  3. Consequence, immediacy and prominence
  4. Prominence, suspense and progress
- 1-6. The elements of conflict and suspense would most likely be present in a story containing which of the following facts?
1. The rescue of a treed cat
  2. An increase in pay for all rates
  3. A victory for a basketball team
  4. Three men who fought off sharks for four hours
- 1-7. The elements of sex and emotion would be present to the greatest degree in which of the following stories?
1. An English war bride finally united with her sailor husband
  2. A basketball game with a close finish
  3. A woman who wins awards for rifle marksmanship
  4. An announcement of a single's picnic at a naval base
- 1-8. The element of oddity is present in which of the following stories?
1. Twins who make chief on the same day
  2. Field day aboard ship
  3. The forced landing of a bomber
  4. The rescue of six men

- 1-9. "The newly designated Under Secretary of the Navy, John T. McNaughton, was injured today in an airplane crash near Henderson, N.C. He was flying to Washington, where, in just three days, he would have been sworn into office." A story with the preceding lead features which of the following elements?
1. Oddity and immediacy
  2. Prominence and consequence
  3. Suspense and proximity
  4. Emotion and suspense
- 1-10. Which of the following elements must be present in every good news story?
1. Sex
  2. Human interest
  3. Immediacy
  4. Prominence of suspense
- 1-11. The term "news peg" refers to what factor(s)?
1. Who, what, when, where, why and how facts
  2. The dominant news elements of the story
  3. The length of the story
  4. The situation that the story concerns
- 1-12. Which of the following subjects is NOT spot news?
1. A collision of a bus in which several members of the Navy football team were injured
  2. A transcontinental record set by a Navy jet aircraft
  3. An explosion that caused serious damage and loss of life aboard an aircraft carrier at sea
  4. A christening and launching of a new nuclear submarine
- 1-13. A story about a ball to be held to raise money for the Navy Relief Society is what type of news story?
1. Hard news
  2. Feature
  3. Sports
  4. Social
- 1-14. Off-duty military personnel volunteer to treat wounded Lebanese children. This subject is what type of story?
1. Hard news
  2. Feature
  3. Sports
  4. Social
- 1-15. A story about the new football coach at the Naval Academy in which his background and qualifications are detailed is what type of news story?
1. Hard news
  2. Feature
  3. Sports
  4. Social
- 1-16. A story about new regulations affecting military pay is what type of news story?
1. Hard news
  2. Feature
  3. Sports
  4. Social
- 1-17. A metropolitan newspaper article analyzing the consequences of a primary election is what type of news story?
1. Interpretive
  2. Financial
  3. Scientific
  4. Consumer
- 1-18. One of the major differences between literary writing style and newspaper style is that newspaper journalists try to avoid using which of the following style elements?
1. Difficult or unfamiliar words
  2. Simple language and sentences
  3. Short sentences and paragraphs
  4. Complicated ideas as subjects

- 1-19. The writer should never violate which of the following principles of newswriting?
1. Clarity
  2. Accuracy
  3. Emphasis
  4. Unity
- 1-20. Attribution is often necessary to assure which principle of newswriting?
1. Clarity
  2. Brevity
  3. Accuracy
  4. Unity
- 1-21. When writing a news release, what rule should you observe with regard to completeness and brevity?
1. Be brief although you may lack completeness
  2. Assure completeness, even though the article may be lengthy
  3. Be brief without sacrificing completeness
  4. Assure that the article is short, even though it may be incomplete
- 1-22. Writing a story so that facts are presented in some specific order is necessary for which of the following principles?
1. Coherence
  2. Emphasis
  3. Objectivity
- 1-23. By injecting personal feelings or opinions in a straight news story, you violate which of the following rules?
1. Accuracy
  2. Objectivity
  3. Clarity
  4. Unity
- 1-24. You realize that the news story you are writing is developing into two basic topics. In this case, you should follow what recommendation?
1. Continue to combine all the facts into one story
  2. Select one of the topics and discard the facts on the other topic
  3. Eliminate the story and select another unrelated topic
  4. Write the topics as two separate news stories
- 1-25. Which of the following is NOT an axiom of newswriting?
1. Avoid gobbledygook
  2. Use well-known, often-used phrases
  3. Don't use unnecessary words
  4. Use specific words
- 1-26. Which of the following sentences contains a strong, active verb?
1. The tank slowly rolled to a stop
  2. The car wash was manned by the chiefs of the air station
  3. The ship's crew ate dinner with the admiral
  4. The men in the life raft were rescued by the destroyer
- 1-27. All except which of the following are guidelines you should use when writing sentences?
1. Use a simple, declarative sentences
  2. Keep the word count consistent in sentences within the same paragraph
  3. Use compound sentences sparingly
  4. Use sentences that mirror normal, informal conversation

1-28. To construct a good story, a JO must take good notes. Taking good notes includes which of the following techniques?

1. Taking notes in the same sequence as they appear in the final story
2. Taking notes that are meaningful
3. Writing legibly
4. Both 2 and 3 above

1-29. The climax is always presented in the first paragraph in which of the following style(s)?

1. Pyramid
2. Inverted pyramid only
3. Literary only
4. Inverted pyramid and literary

1-30. Which of the following is NOT an advantage of the inverted pyramid style?

1. Maintains reader interest by saving the climax until the end
2. Presents facts rapidly and simply
3. Makes page layout easier
4. Makes writing headlines easier

1-31. The most important aspect of a news story is based on what news element?

1. The who
2. The when
3. The where
4. The news peg

1-32. What is the purpose of a summary lead?

1. To present the essential facts quickly
2. To give details to satisfy reader interest
3. To make it possible for an editor to cut the story at any point
4. To give the story coherence

1-33. The rule for including the five W's and H in the lead of a news story is correctly stated in which of the following principles?

1. Only the most important of these questions should be answered in a summary lead
2. Only when and where questions are always answered in the lead
3. Either four or five elements of the story should be included in the lead
4. All six questions should be answered in the lead

1-34. To write a good lead, you should limit its length to

1. only one paragraph
2. fewer than 30 words
3. not more than two sentences
4. the fewest possible words, sentences, and paragraphs required to accomplish the objective

1-35. Which of the following leads answers all of the five W's?

1. Thirty minutes before he was to retire from the Navy, Clifford W. Royer, 45, a chief yeoman, was killed in an automobile accident today
2. The Navy's highest award for bravery in action -- the Navy Cross -- was pinned on Seaman Emil James at a ceremony aboard USS Greene
3. A Navy jet pilot was killed today when his fighter crashed while on a training flight over a heavily wooded area near Glens Falls, N.Y.
4. A veteran Navy diver, Clifford A. Patterson, 35, a chief machinist's mate, lost his life yesterday in experiments to make underwater work safer

IN ANSWERING QUESTIONS 1-36 THROUGH 1-40,  
SELECT FROM THE FOLLOWING LIST THE TYPE  
OF NOVELTY LEAD THAT FITS THE DESCRIPTION  
USED AS THE QUESTION.

- A. Contrast
- B. Picture
- c. Freak
- D. Punch
- E. Question
- F. Background
- G. Quotation
- H. Direct Address

1-36. Uses a play on words or poetry:

- 1. A
- 2. B
- 3. C
- 4. D

1-37. Attempts to arouse the reader's  
curiosity:

- 1. A
- 2. c
- 3. D
- 4. E

1-38. Tries to make the reader part of  
the story:

- 1. B
- 2. F
- 3. G
- 4. H

1-39. Uses colorful phrases to create  
an image of the surroundings or  
setting of a news event:

- 1. A
- 2. B
- 3. c
- 4. F

1-40. Describes the persons involved  
in a story:

- 1. A
- 2. 8
- 3. E
- 4. F

1-41. Which of the following types of  
leads is NOT a novelty lead?

- 1. Picture
- 2. Contrast
- 3. Summary
- 4. Direct address

1-42. Which of the following is a  
contrast lead?

- 1. From debutante to grease  
monkey is the goal of Navy  
woman Doris Barnes.
- 2. Dazed but gratefully alive,  
EM3 Donald Clark struggled  
to his feet, rubbed his arms,  
and admitted that 440 volts  
are a lot of volts.
- 3. Killer Cain strikes again!
- 4. Who would have ever thought  
that FT2 George Regan was  
timid?

1-43. Novelty leads are sometimes used  
for which of the following  
purposes?

- 1. To attempt to answer all the  
five W's and the H
- 2. To add variety to a newspaper  
story
- 3. To give a strong narrative  
element
- 4. To introduce a chronological  
order

1-44. When should you identify the  
subject of a news story by more  
than just name?

- 1. When the person is not well  
known to the readers
- 2. When the person is a familiar  
public official
- 3. When the action of the story is  
more important than the person  
involved
- 4. When the person is one of a  
group of persons involved in  
the action

- 1-45. Under what circumstances should the authority for information be given in the lead?
1. Whenever the authority is widely known
  2. When the source of information is clearly implied
  3. When it is necessary to credit the Navy with a story that deals with Navy ships and personnel
  4. When it is needed to overcome skepticism or to give support or emphasis to the information
- 1-46. When writing a lead, you should abide by all except which of the following guidelines?
1. Answer all of the five W's and H
  2. Present a summary of the story
  3. Stress the news peg
  4. Get the reader interested in reading the rest of the story
- 1-47. The bridge can be used for which of the following purposes?
1. To update the reader on events related to the story
  2. To elaborate, explain or provide authority to facts in the lead
  3. To provide a smooth transition from the lead to the body by bringing in secondary facts or filling in identification for the lead
  4. All of the above
- 1-48. When writing a second, or follow-up story about a news event, you may wish to remind the reader of the previously reported facts. You should do this with which of the following devices?
1. A background lead
  2. A tie-in
  3. A tie-back
  4. A bridge
- 1-49. To inform a reader about other events taking place that supplement the story you are writing, you should use which of the following devices?
1. A background lead
  2. A tie-in
  3. A tie-back
  4. A bridge
- 1-50. You should present the facts and details of a news story in what sequence?
1. In chronological order
  2. Ranging from greater to lesser importance
  3. With the most interesting details presented last
  4. With the story built to a climax
- 1-51. What element of newswriting, when done properly, will give you an orderly outline for the body of the story?
1. The facts themselves
  2. The notes you take
  3. The lead
  4. The bridge
- 1-52. What is the current trend in newswriting style?
1. Greater formality of language
  2. A more conversational approach and vocabulary
  3. Shorter stories
  4. More detailed coverage
- 1-53. As a guide for punctuation, spelling, capitalization and abbreviation, Navy journalists should use what publication?
1. Armed Forces News Style Guide
  2. GPO Style Manual
  3. Associated Press Stylebook and Libel Manual

1-54. Sentences for news stories should NOT have which of the following characteristics?

1. Relative brevity
2. A great many details
3. The simple declarative form
4. Only one thought per sentence

1-55. You may increase the variety that enlivens writing by use of what means?

1. Different sentence lengths
2. Familiar comparisons or similes
3. Redundant word choices

1-56. You are advising a JO striker on paragraphing stories. Which of the following suggestions would be useful?

1. Alternate paragraphs of different lengths
2. Have most paragraphs consist of two or three sentences
3. Keep your average paragraph length under 60 words
- 4\* All of the above

1-57. When selecting words for a news story, you should observe which of the following rules?

1. Avoid unnecessary words
2. Use short, common words
3. Simplify technical words
4. All of the above

IN ANSWERING QUESTIONS 1-58 THROUGH 1-60, SELECT FROM THE FOLLOWING LIST OF SENTENCES THE LETTER OF THE RESPONSE THAT BEST answers THE CHARACTERISTIC USED AS THE QUESTION.

- A. The rocket blasted off at 8:10
- B. The rocket was observed to leave its launch pad at a few minutes past 8 o'clock
- C. The rocket rose very swiftly and with a hissing roar at 8:10 in view of thousands of spectators
- D. Quick as greased lightning, the rocket ascended through the early morning sunshine and beyond the vision of the enthralled spectators

1-58. Uses a weak passive verb?

1. A
2. B
3. C
4. D

1-59. Is written in typical newspaper style?

1. A
2. B
3. c
4. D

1-60. Is inexact and uses verbs and adverbs that can be condensed into more specific wording?

1. A
2. B
3. C
4. D